

**Senate Coordinating Council Meeting Minutes**  
**Tuesday, December 6, 2022, 9:00 a.m.**  
**President's Conference Room – Old Main 102**

**Present:** Canan Bilen-Green, Chair; Ann Fredrickson, Secretary; Fred Hudson, Kristi Steinmann, Josh Schroetter – Staff Senate; Anastasiya Andrianova, Florin Salajan, Warren Christensen – Faculty Senate; Alex Duerr – Student Government

**Absent:** Mark Genkinger – HR; Hannah Flohr, Taylor Kimball – Student Government

**Minutes:** The meeting minutes from April 7, 2022, were approved as read. The September 13, 2022, meeting minutes were approved as read.

**Introduction of Guests:** Kristy Shirley - Research Integrity and Compliance Manager and IRB Administrator; Laura Oster-Aaland, Vice Provost for Student Affairs and Enrollment Management; Matt Larsen, Director of Athletics

**Policies Discussed:**

1.	<b>136</b>	Flexible Spending Accounts Program – Mark Genkinger – V1 092322. Approved by Responsible Office 9/27/22. Approved by Legal 10/12/2022. Mark was unable to attend the meeting but it was suggested that for enrollment and reimbursement information (#4), have a link to the HR website instead of a link to the provider as that may change. Ann will relay suggestion to Mark and if he agrees will send out the revised policy change request to SCC committee. Faculty Senate consent agenda. Staff Senate consent agenda. Student Government consent agenda.
2.	<b>155</b>	Alcohol and other Drugs: Unlawful and Unauthorized use by Students and Employees – Laura Oster-Aaland and Matt Larsen – V2 101222. Approved by Responsible Office 10/12/22. Approved by Legal 11/7/2022. Faculty Senate consent agenda. Staff Senate consent agenda. Student Government consent agenda.
3.	<b>309</b>	Minimum Qualifications for Instructional Faculty Policy – Canan Bilen-Green – V1 092822. Approved by Responsible Office 9/30/2022. Approved by Legal 10/11/2022. Faculty Senate consent agenda. Staff Senate consent agenda. Student Government consent agenda.
4.	<b>348</b>	Instruction in the Responsible Conduct of Research – Kristy Shirley – V1 091222. Approved by Responsible Office 9/14/22. Approved by Legal 10/11/2022. Kristy was invited to attend Faculty Senate and Faculty Senate Exec meetings to review proposed policy changes. Faculty Senate consent agenda. Staff Senate consent agenda. Student Government consent agenda.

**Carryover:**

1.	<b>129</b>	Salary Administration Policy – Heather Higgins-Dochtermann – V1 05/16/2022. Approved by Responsible Office 5/18/2022. Approved by Legal 05/25/2022. Faculty Senate consent agenda for next meeting. Staff Senate consent agenda for next meeting. Student Government approved on 9/25/2022. Staff Senate approved 10/5/2022. Faculty Senate approved with revisions on 11/15/2022. Sent back to policy requester on 11/16/2022. Received V2 11/17/2022. Sent to Responsible Office 11/17/2022. Responsible Office returned with suggested changes 11/29/2022.
2.	<b>151</b>	Code of Conduct – Heather Higgins-Dochtermann – V1 05/16/2022. Approved by Responsible Office 5/18/2022. Approved by Legal 05/25/2022. Faculty Senate consent agenda for next meeting. Staff Senate consent agenda for next meeting. Student Government approved on 9/25/2022. Staff Senate approved 10/5/2022. Faculty Senate approved 11/14/2022. Sent to Provost 11/17/2022.
3.	<b>156</b>	Discrimination, Harassment, and Retaliation Complaint Procedures – Heather Higgins-Dochtermann – V1 05/16/2022. Approved by Responsible Office 5/18/2022. Approved by Legal 05/25/2022. Faculty Senate consent agenda for next meeting. Staff Senate consent agenda for next meeting. Student Government approved on 9/25/2022. Staff Senate approved 10/5/2022. Faculty Senate approved 11/14/2022. Sent to Provost 11/17/2022.
4.	<b>325</b>	Academic Freedom – Jeffrey Johnson – V1 12/02/21. Approved by Responsible Office 12/6/2021. Approved by Legal 12/17/2021. Fred Hudson will send Jeff some suggested changes to this policy to

		include staff. Faculty Senate input for new business for next meeting. Staff Senate information for consent agenda for next meeting. Student Government information for consent agenda for next meeting. Received V2 2/23/2022. Approved by Responsible Office 2/25/2022. Approved by Legal 3/10/2022. Faculty Senate approved 5/9/2022. Staff Senate did not vote on policy on 5/4/2022. Student Government approved. Staff Senate will discuss with Jeff Johnson. Received V3 on 7/18/2022. Approved by Responsible Office 8/15/2022. Sent V3 081622 to Legal on 8/16/2022. SCC Secretary will send a follow up request to Legal.
5.	<b>333</b>	Class Attendance Policy – Jeffrey Johnson/Casey Peterson – V1 04/29/2022. Sent back to requester with comments from Responsible Office on 6/1/2022. Received V2 on 6/20/2022. Responsible Office approved V2 on 6/20/2022. Sent to Legal 6/21/2022. Sent back to requester on 8/5/2022 with comments from Legal. Received V3 on 8/8/2022. Approved by Responsible Office 8/8/2022. Approved by Legal 8/23/2022. Faculty Senate input for new business. Staff Senate consent agenda. Student Government input for new business. Student Government approved 10/16/2022. Staff Senate approved 10/5/2022. Faculty Senate approved 11/14/2022. Sent to Provost 11/17/2022.
6.	<b>335</b>	Academic Integrity in Instructional Contexts – Melissa Lamp – V1 090222. Approved by Responsible Office 9/2/2022. Approved by Legal 10/4/2022. Emailed Policy 335 to SCC committee members on 10/7/2022. They will indicate via email to the SCC Secretary how they would like to present this policy to their governing bodies. Faculty Senate consent agenda for Nov. meeting. Staff Senate consent agenda. Student Government consent agenda. Student Government approved 10/16/2022. Staff Senate approved 11/2/2022. Faculty Senate approved 11/14/2022. Sent to Provost 11/17/2022.
7.	<b>352</b>	Promotion, Tenure and Evaluation – Dan Friesner – V1 10/4/2021. Approved by Responsible Office 10/7/2021. Sent to Legal on 10/7/2021. Sent back to requester on 11/8/2021 with edits from Legal. Received V2 02/28/2022. Approved by Responsible Office 3/1/2022. Approved by Legal 3/10/2022. Staff Senate approved 5/4/2022. Student Government approved. Faculty Senate did not vote on at 5/9/2022 meeting – will put on September 2022 agenda. Faculty Senate approved on 10/9/2022. Approved by Provost 11/17/2022. Approved by President 11/22/2022. Policy manual updated 11/23/2022.
8.	<b>361</b>	Emeritus/Emerita Titles – Shafiqur Rahman on behalf of Faculty Affairs Committee – V1 4/15/2021. Approved by Responsible Office 4/29/2021. Approved by Legal 9/9/2021. Faculty Senate input for new business agenda for next meeting. Staff Senate input for new business agenda for next meeting. Student Government approved V1 on 11/7/2021. Staff senate requested further clarification. Email sent to Jeff Johnson/Canan Bilen Green 11/8/2021. Emailed Staff Senate responses from Faculty Affairs Committee on 11/12/2021. Staff senate approved V1 with revisions 12/1/2021. Emailed policy requester 12/6/2021 with suggestions for change. Received V2 12/6/2021. Sent to Responsible Office 12/7/2021. Responsible Office made suggestions for change on 4/13/2022. Sent back to policy requester on 4/14/2022 with a memo from the Responsible Office with further explanation for the requested changes. Faculty Affairs committee agreed to the proposed changes - V3 on 4/29/2022. V3 04/29/22 sent to Legal on 5/3/2022. Approved by Legal on 8/4/2022. Staff Senate consent agenda. Student Government consent agenda. Staff Senate approved 10/5/2022. Student Government approved 10/9/2022. Faculty Senate input for new business for December 12 meeting.
9.	<b>710</b>	Computer and Electronic Communications Facilities – Marc Wallman – V1 071822. Approved by Responsible Office 7/20/2022. Approved by Legal 08/02/2022. Faculty Senate consent agenda. Staff Senate consent agenda. Student Government consent agenda. Staff Senate approved 10/5/2022. Student Government approved 10/9/2022. Faculty Senate approved 10/10/2022. Sent to Provost 11/17/2022.
10.	<b>803</b>	Restricted Gifts vs. Grant Policy – Karin Hegstad/Amy Scott – V1 060522. Approved by Responsible Office 06/09/2022. Approved by Legal 08/05/2022. Faculty Senate consent agenda. Staff Senate consent agenda. Student Government consent agenda. Staff Senate approved 10/5/2022. Student Government approved 10/9/2022. Faculty Senate approved 10/10/2022. Sent to Provost 11/17/2022.

**Policy Revisions Completed:**

1.	352	Promotion, Tenure and Evaluation: Policy manual updated 11/23/2022.
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**Housekeeping Changes Completed – FYI Only:****Discussion Items**

1.	SCC Secretary sent Mary Larson data on the SCC Cover Sheet pilot project. SCC Secretary will ask Mary for an update at one of our spring meetings.

**Next Meeting:**

January 19, 2023, 9:00 a.m., Peace Garden